

**TOMPKINS COUNTY CONFERENCE ROOM  
USER ACCOUNT APPLICATION/ROOM USE AGREEMENT**

[www.calendarwiz.com/tompkinscountyny](http://www.calendarwiz.com/tompkinscountyny)

(please print)

**Application for User Account** ☐

**Room Use Agreement Only** ☐

DATE: \_\_\_\_\_

PERSON COMPLETING FORM \_\_\_\_\_

GROUP/ORGANIZATION/DEPARTMENT: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**TERMS OF ROOM USE:**

1. No hot food may be served. Any food or drink will be cleaned up, trash will be placed in receptacles and the furniture will be put back the way it was found.
2. Any spills that cannot be cleaned up will be reported as soon as possible to the Legislature Office (274-5434) or Personnel Department (274-5526).
3. Usage of the drop-down projection screen is permitted for use as long it is put up when meeting ends.
4. Room Reservations may not go beyond 9 p.m.
5. County departments/programs have priority over non-County groups and may need to "bump" a non-County group; however, best efforts will be made to accommodate any group being bumped. Setting monthly meetings for a calendar year for a group is not advised until after Legislature standing committee dates are set.

**ADDITIONAL ONLINE RESERVATION AUTHORIZATION RULES:**

- 7. Legislative Chambers may not be reserved by anyone other than Legislature Staff.**
8. Online user and password information shall not be shared with those who are not authorized.
9. Users shall only reserve rooms for departments or groups for which there is an agreement on file.
10. One individual per agency/department will be notified of all calendar postings for the department/group; however, there may be multiple users within a department permitted to use the credentials and post to the calendar.
- 11. It is the responsibility of the person making the reservation to review the online calendar and to determine there is no conflict before making a reservation.**

I have read and agree to all stipulations as set forth in the Meeting Room Use Policy and Guidelines.

***Responsible Party Signature***

\_\_\_\_\_ Date \_\_\_\_\_

***Staff member receiving this application:*** \_\_\_\_\_ Date \_\_\_\_\_

Online User Account Login \_\_\_\_\_ pwd: \_\_\_\_\_